

AMERICAN CORRECTIONAL ASSOCIATION

206 NORTH WASHINGTON STREET ALEXANDRIA VA 22314

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www.aca.org



February 14, 2007

EXECUTIVE COMMITTEE

Gary Maynard, IA
President

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Board of Governors
Representative

James A. Gondles, Jr., VA
Executive Director

Craig Thomas, Executive Director
Montana Board of Pardons and Parole
300 Maryland Avenue
Deer Lodge, Montana 59722

Dear Director Thomas:

Congratulations!

It is a pleasure to officially inform you that the Montana Board of Pardons and Parole was accredited by the Commission on Accreditation for Corrections at the American Correctional Association 2007 Winter Conference on January 22, 2007 in Tampa, Florida.

Your accreditation represents the satisfactory completion of a rigorous self-evaluation, followed by an outside review by a team of independent auditors.

Every profession strives to provide a high quality of service to society. To know that you, your staff, and other officials are complying with the requirements of the accreditation process is indeed a statement of a high level of commitment to the staff and persons under your care.

On behalf of the Commission on Accreditation for Corrections, thank you for your commitment to the corrections profession.

Sincerely,

Robert Garvey

Robert Garvey, Chairperson
Commission on Accreditation
for Corrections

American Correctional Association

AGGREDITATION
REPORT



Commission on Accreditation for Corrections

MONTANA BOARD OF PARDONS AND PAROLE
MONTANA BOARD OF PARDONS AND PAROLE
DEER LODGE, MT

The mission of the Commission on Accreditation for Corrections is to upgrade and improve practices and conditions in adult and juvenile correctional facilities and programs through an accreditation process which is founded on a commitment to accountability, professionalism and respect for basic human rights and which recognizes sound and effective correctional practices, while striving towards excellence in the field of corrections.

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Congratulations on your accreditation award! You are now a member of the elite in achieving correctional excellence. The certificate you have received is but a small symbol of the enormous dedication and commitment demonstrated by each and every member of your staff to the accreditation process, and I urge you to display it prominently as a continual reminder of the level of professionalism achieved. This is just the beginning of your journey, however, for the true test of excellence is the test of time. It is critical that your operation be able to sustain this achievement over time and be constant through both prosperity and adversity.

The logo of the Commission on Accreditation for Corrections depicts a sextant. Those who chose this symbol did so because "the sextant is an instrument used by a navigator to pinpoint the location of his ship in relation to the established points of reference in the universe, with the purpose of charting his future course." This is the exact purpose of accreditation; objectively reviewing an agency or facility and giving it a goal for which to strive, a destination to reach. Accreditation is the sextant for our profession, let it be your guide as well.

Thank you for your commitment to the American Correctional Association and the standards and accreditation process.

Mark A. Flowers, Director
Standards and Accreditation
American Correctional Association

OVERVIEW OF THE AMERICAN CORRECTIONAL ASSOCIATION

The American Correctional Association is the oldest and most prestigious correctional membership organization in the United States. Founded in 1870, ACA currently represents more than 20,000 correctional practitioners in the United States and Canada. Members include all levels of staff from a wide variety of correctional disciplines and programs as well as professionals in allied fields and representatives from the general public. In addition, the Association represents the interests of 74 affiliated organizations whose goals, while similar to those of ACA, focus on specialized fields and concerns within the realm of corrections.

At its first organizational meeting held in Cincinnati, Ohio, in 1870, the Association elected then-Ohio governor and future U.S. President, Rutherford B. Hayes, as its first president. The *Declaration of Principles* developed at that first meeting became the guidelines for correctional goals in both the United States and Europe.

Since that time, ACA has continued to take a leadership role in corrections and work toward a unified voice in correctional policy. In recent years, one of the Association's major goals has been the development of national correctional policies and resolutions of significant issues in corrections. These policies are considered for ratification at the Association's two annual conferences and ratified policies are then disseminated to the field and other interested groups. ACA has also had a major role in designing and implementing professional standards for correctional practices, as well as methods for measuring compliance with those standards.

The Association conducts research and evaluation activities, provides training and technical assistance, and carries out the regular responsibilities of any professional membership organization, including a full publications program. The Association's two annual conferences, held in varying cities across the nation, attract more than 5,000 delegates and participants each year from the 50 states, U.S. territories, and several foreign countries.

Membership in ACA is open to any individual, agency, or organization interested in the improvement of corrections and the purposes and objectives of the Association. Members include the majority of state, local, provincial, and territorial correctional agencies; individual correctional institutions and local jails; pretrial programs and agencies; schools of criminal justice in colleges and universities; libraries; and various probation, parole, and correctional agencies. Most of ACA's members are employed at the federal, state, and local levels. Members also include more than 200 volunteers affiliated with these agencies as administrators or as members of advisory boards and committees.

ORGANIZATIONAL PURPOSES OF THE AMERICAN CORRECTIONAL ASSOCIATION

Among the most significant purposes of the Association as outlined in its Constitution, are:

To promote the coordination of correctional organizations, agencies, programs, and services to reduce fragmentation and duplication of effort and increase the efficiency of correctional services on a national basis.

To develop and maintain liaisons and a close working relationship in America with national, regional, state, and local associations and agencies in the correctional, criminal justice, civic, and related fields for mutual assistance and the interchange of ideas and information, and to extend and strengthen cooperative working relationships with similar associations and agencies on the international level.

To develop and promote effective standards for the care, custody, training, and treatment of offenders in all age groups and all areas of the correctional field: detention facilities and services, institutions and other facilities for juvenile and adult offenders, probation, parole, community residential centers, and other community-based programs and services.

To conduct studies, surveys, and program evaluations in the correctional field, and provide technical assistance to correctional organizations, departments, institutions, and services.

To publish and distribute journals and other professional materials dealing with all types of correctional activities.

To promote the professional development of correctional staff at all levels.

In carrying out these purposes, ACA sponsors programs for policy analysis, demonstration, and research. ACA also provides testimony, consultation, publications, conferences, workshops, and other activities designed to stimulate constructive action regarding correctional problems.

ORGANIZATIONAL STRUCTURE OF THE AMERICAN CORRECTIONAL ASSOCIATION

Executive Committee

The Executive Committee is composed of the elected officers of the Association - president, vice president, treasurer, two Board of Governors' members, the immediate past president, the president-elect, and the ACA executive director. The Executive Committee meets at least quarterly and exercises most of the powers of the Board of Governors during the intervals between meetings of the board.

Board of Governors

ACA's bylaws vest control of the Association with an 18-member elected Board of Governors composed of the officers of the Association and five at-large members. To ensure the interdisciplinary nature of the Association, board members must represent the following areas:

At-Large Citizen (not employed in corrections)	Community Programs (Juvenile)
Correctional Administration (Adult)	Aftercare or Post-Release Supervision
Correctional Administration (Juvenile)	(Juvenile)
Institutions (Adult)	Detention (Adult)
Institutions (Juvenile)	Detention (Juvenile)
Probation (Adult)	At-Large (Ethnic Minority) (3)
Probation (Juvenile)	Education
Parole or Post-Release Supervision (Adult)	Member At-Large
Community Programs (Adult)	

Delegate Assembly

The Delegate Assembly is composed of delegates from the professional affiliates, geographical chapters, membership at-large, Board of Governors, past presidents of ACA, and representatives of each military service. The Delegate Assembly can establish policy, define Association positions on broad social and professional issues, and determine major programs and legislative priorities. They meet at least twice annually, at the Winter Conference and Congress of Correction.

Committees

The majority of the Association's activities take place through committees. Each committee chair reports to the Association's Board of Governors at least twice a year. In this way, the Association collectively benefits from the involvement and contribution of the hundreds of individuals who function on the various committees. Ad-hoc committees are appointed by the president of the Association.

The current committees and councils are:

Committee on Affirmative Action	Committee on International Relations
Committee on Constitution and Bylaws	Committee on Congress Program Planning

Committee on Legal Issues
Committee on Correctional Awards
Committee on Membership
Committee on Military Affairs
Council of Professional Affiliates
Council of Dual-Membership Chapters and
State and Geographical Affiliates
Nominating Committee
Council on Professional Education

Credentials Committee
Research Council
Eligibility Committee
Resolutions & Policy Development Comm
Committee on Ethics
Standards Committee
Legislative Affairs Committee

Affiliates and Chapters

Affiliates and state chapters are major features of the Association's structure. They represent professional, regional, and state groups across the United States and Canada. Affiliates and chapters contribute to the professional development of all members by providing consultation in their respective areas of interest and by participating in seminars and workshops at ACA's annual conferences.

The following affiliates and chapters are currently associated with ACA:

Alabama Council on Crime and Delinquency
Alston Wilkes Society
American Assn for Correctional Psychology
American Correctional Chaplains Association
American Correctional Food Service Association
American Correctional Health Services Assn
American Institute of Architects
American Jail Association
American Probation and Parole Association
Arizona Probation, Parole, and Corrs Assn
Association for Corrl Research and Info Mgmt
Assn of Paroling Authorities, International
Assn of State Correctional Administrators
Assn of Women Executives in Corrections
International Assn of Correctional Officers
Iowa Corrections Association
Juvenile Justice Trainers Association
Kansas Correctional Association
Kentucky Council on Crime and Delinquency
Louisiana Correctional Association
Maryland Criminal Justice Association
Michigan Corrections Association
Middle Atlantic States Correctional Association
Minnesota Corrections Association
Missouri Corrections Association
National Association of Adult and Juvenile State

Association on Programs for Female Offenders
Central States Correctional Association
Colorado Correctional Association
Connecticut Criminal Justice Association
Correctional Association of Massachusetts
Correctional Accreditation Managers Assn
Correctional Education Association
Correctional Industries Association
Family and Corrections Network
Florida Council on Crime and Delinquency
Illinois Correctional Association
Indiana Correctional Association
International Assn of Corrl Training Personnel
International Community Corrections Assn
Corrections Mental Health Directors
National Assn of Blacks in Criminal Justice
National Association of Juvenile Corrl Agencies
National Association of Probation Executives
National Coalition for Mental and Substance
Abuse Health Care in the Justice System
National Correctional Recreation Association
National Council on Crime and Delinquency
National Juvenile Detention Association
Nebraska Correctional Association
Nevada Correctional Association
New Jersey Chapter Association

New Mexico Correctional Association
New York Corrections and Youth Svcs Assn
North American Association of Wardens &
Superintendents
North Carolina Correctional Association
Ohio Correctional and Court Svcs Association
Oregon Criminal Justice Association
Parole and Probation Compact Administrators
Association
Pennsylvania Assn of Probation, Parole, and
Corrections
Prison Fellowship

South Carolina Correctional Association
Southern States Correctional Association
Tennessee Corrections Association
Texas Corrections Association
The Salvation Army
Utah Correctional Association
Virginia Correctional Association
Volunteers of America
Washington Correctional Association
Western Correctional Association
Wisconsin Correctional Association

MAJOR ACTIVITIES OF THE AMERICAN CORRECTIONAL ASSOCIATION

Legislation

The American Correctional Association is involved with all major issues affecting corrections today. Members and ACA staff maintain close working relationships with committees of the U.S. Congress and all federal agencies and groups whose decisions affect correctional policy. Expert testimony on a wide range of correctional issues is prepared for congressional committee and subcommittee hearings, and recommendations are provided to federal administrative agencies.

To ensure that the concerns and issues of the corrections profession are represented in proposed legislation and public policy, ACA's legislative liaison is addressing legislative and government concerns that will impact the corrections profession. ACA has established partnerships between chapters and affiliates and other national policy making organizations to present a strong collective voice for correctional reform throughout the world.

Professional Development

The purpose of the Association's Professional Development Department is to plan, promote, and coordinate professional development through training seminars, workshops, and published materials including curriculums, resource guides, and monographs.

ACA's training plan calls for a variety of professional development activities. Nationally advertised workshops cover topics such as training for trainers, management training, community-based employment programs, and stress management. On-site workshops for state and local departments of corrections are offered in curriculum development, supervision, communications, and report-writing skills.

The *Training for Correctional Staff Trainers* workshops further the skills of correctional professionals qualified to initiate and deliver training. These workshops also enable agencies to comply with national standards for accreditation and ensure that training is job-related and professionally developed and presented.

The department also offers correspondence courses to further professional development. More than 6,000 correctional personnel have completed or are in the process of completing ACA's self-instruction training program for correctional officers. This program, developed under the auspices of the National Institute of Corrections, provides 40 hours of basic training in accordance with ACA standards. A score of at least 80 percent on the comprehensive examination must be attained to achieve certification.

The Association has similar courses available for correctional supervisors, juvenile caseworkers, and food service employees. Additional courses which cover report writing skills, correctional management skills, legal issues for probation and parole officers, and legal issues for correctional officers are also available.

Publications

As one of the leading publishers of practical correctional publications, ACA produces books, videos, and

lesson plans. Among the wide ranging subjects available are management, community, security, counseling, law, history, and health. These excellent resources for career advancement appeal to practitioners and scholars alike. Directories for every major sector of corrections are also published by ACA.

The following is just a few of the many publications that ACA offers:

Corrections Today is the major corrections magazine in the United States. Published seven times a year, it focuses on the interests of the professional correctional employee and administrator. Articles include reports of original research, experiences from the field, discussion of public policy, and the perspectives of prominent practitioners and academicians.

On the Line is published five times a year and contains national and local news of interest to the criminal justice professional.

Corrections Compendium Newsletter publishes cutting-edge information about the corrections environment. Survey information is compiled from 52 U.S. and 14 Canadian correctional systems.

The Juvenile and Adult Directory has been published since 1939. A revised edition of the directory is released each January. This publication is the only up-to-date, comprehensive directory of all U.S. and Canadian juvenile and adult correctional departments, institutions, agencies, and paroling authorities.

The National Jail and Adult Detention Directory was first published in 1978. It is a source of information concerning jails. The directory, published every two years, attempts to list all jails in the United States that house offenders or detainees for more than 48 hours.

The Probation and Parole Directory, updated every two years, provides over 500 pages of information regarding federal, state, and county adult and juvenile probation, parole and aftercare systems in the United States. It includes statistics on caseloads, expenditures, and personnel.

The State of Corrections, formerly *The Proceedings*, includes the events of both the Congress of Correction and the Winter Conference. Published since 1870, it includes selected speeches and panel presentations concerning the latest thoughts and practices in the criminal justice field.

Correctional standards are the most significant improvement in correctional programming. As the basis for accreditation, they give administrators a nationally recognized system for upgrading and improving their correctional services. The Association currently publishes over 20 manuals for every correctional discipline.

To aid in the development of policy with relation to accreditation, *Guidelines for the Development of Policies and Procedures* are available for adult correctional institutions, adult parole authorities/adult probation and parole field services, adult local detention facilities, adult community residential services, juvenile detention facilities, and juvenile training schools.

Conventions

ACA hosts two national conventions each year that attract more than 5,000 professionals from all aspects of corrections; the Winter Conference held in January, and the Congress of Correction, held in August. These events include a variety of workshops, exhibits, and seminars devoted to addressing topics specific to the corrections profession.

Contracts and Grants

The American Correctional Association has a history of successful grant and contract management and administration. ACA has completed contracts and grants of more than \$30 million. These diverse initiatives, which are funded through federal and private sources, add to the technical expertise and knowledge of the organization as well as to the total field of corrections.

Standards and Accreditation

Perhaps ACA's greatest influence has been the development of national standards and the accreditation process. ACA standards address services, programs, and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of staff and offenders. Standards set by ACA reflect practical up-to-date policies and procedures and function as a management tool for over 1,200 correctional agencies in the United States.

OVERVIEW OF THE COMMISSION ON ACCREDITATION FOR CORRECTIONS

The Commission on Accreditation for Corrections (CAC) is a private, nonprofit organization established in 1974 with the dual purpose of developing comprehensive, national standards for corrections and implementing a voluntary program of accreditation to measure compliance with those standards.

The Commission was originally developed as part of the American Correctional Association. In 1979, by joint agreement, the Commission separated from the Association in order to independently administer the accreditation program. Between 1978 and 1986, the organizations shared the responsibility for developing and approving standards and electing members of the Commission. On November 7, 1986, the Commission on Accreditation for Corrections officially realigned itself with the American Correctional Association.

The Commission meets at least twice each year. The responsibility of rendering accreditation decisions rests solely with this board. The members of the Commission represent the full range of adult and juvenile corrections and the criminal justice system. They are elected from the following categories:

- National Association of Juvenile Correctional Agencies (1 representative)
- Council of Juvenile Correctional Administrators (1 representative)
- Association of State Correctional Administrators (2 representatives)
- National Sheriffs' Association (2 representatives)
- American Jail Association (1 representative)
- North American Association of Wardens and Superintendents (1 representative)
- International Community Corrections Association (1 representative)
- American Probation and Parole Association (1 representative)
- Association of Paroling Authorities International (1 representative)
- National Juvenile Detention Association (1 representative)
- American Bar Association (1 representative)
- American Institute of Architects (1 representative)
- National Association of Counties (1 representative)
- Correctional Health (Physician) (1 representative)
- Juvenile Probation/Aftercare (1 representative)
- Adult Probation/Parole (1 representative)
- At-Large (17 representatives)
- Citizen At-Large (Not in Corrections) (1 representative)

ACA Staff

Accreditation activities are supported by the staff of the American Correctional Association, Standards and Accreditation Department, under the leadership of the director of the department. ACA staff is responsible for the daily operation of the accreditation program. Agencies in the process have contact primarily with the regional manager responsible for their state or agency.

Consultants

Over 500 corrections professionals in the United States have been selected, trained, and employed on a contract basis by the Association. These individuals perform the field work for the Association, which includes providing assistance to agencies working toward accreditation; conducting on-site audits of agencies to assess compliance with standards, and confirming that requirements are met; and monitoring to ensure maintenance of the conditions required for accreditation. Teams of consultants, referred to as visiting committees or audit teams, are formed to conduct standards compliance audits of agencies seeking accreditation and reaccreditation.

Consultants are recruited nationally through announcements in prominent criminal justice publications and at major correctional meetings. Affirmative action and equal employment opportunity requirements and guidelines are followed in the recruitment of consultants. All consultants employed by the Association have a minimum of three years of responsible senior-level management experience and demonstrated knowledge in the substantive area(s) in which they are employed to assist the Association. In addition, all consultants must successfully complete the Association's consultant training program and be members of the ACA.

Standards Development

Development of the ACA standards began in 1974 with an extensive program of drafting, field testing, revising, and approving standards for application to all areas of corrections. Since then, over 1,200 correctional facilities and programs have adopted the standards for implementation through accreditation, and many others have applied the standards informally themselves. In the development of standards, the goal was to prescribe the best possible practices that could be achieved in the United States today, while being both realistic and practical. Steps were taken to ensure that the standards would be representative of past standards development efforts; reflect the best judgment of corrections professionals regarding good corrections practice; recognize current case law; and be clear, relevant, and comprehensive. The standards development and approval process has involved participation by a wide range of concerned individuals and organizations. Twenty manuals of standards are now used in the accreditation process:

- Standards for the Administration of Correctional Agencies*
- Standards for Adult Parole Authorities*
- Standard for Adult Probation and Parole Field Services*
- Standard for Adult Correctional Institutions*
- Standards for Adult Local Detention Facilities*
- Standards for Small Jail Facilities*
- Standards for Electronic Monitoring Programs*
- Standards for Adult Community Residential Services*
- Standards for Adult Correctional Boot Camps*
- Standards for Correctional Industries*
- Standards for Correctional Training Academies*
- Standards for Juvenile Community Residential Facilities*
- Standards for Juvenile Probation and Aftercare Services*
- Standards for Juvenile Detention Facilities*

Standards for Juvenile Day Treatment Programs
Standards for Juvenile Correctional Boot Camps
Standards for Substance Abuse Programs
Standards for Small Juvenile Detention Facilities
Certification Standards for Health Care Programs
Certification Standards for Food Service Programs

The standards establish clear goals and objectives critical to the provision of constitutional and humane correctional programs and services. They include the recruitment for practices to promote sound administration and fiscal controls, an adequate physical plant, adherence to legal criteria and provision of basic services. Basic services called for by the standards include the establishment of a functional physical plant, training of staff, adoption of sanitation and safety minimums, and provision of safe and secure living environment. In offering specific guidelines for facility and program operations, the standards address due process and discipline, including access to the courts, mail and visitation, searches, and conditions of confinement of special management offenders.

The standards are systematically revised to keep pace with the evolution of different correctional practices, case law, and after careful examination of experiences, applying them over a period of time and circumstances. The ACA Standards Committee, which includes membership from the Commission on Accreditation for Corrections, is responsible for standards development and revision.

The ACA publishes periodic supplements to the standards with updated information and clarifications until new manuals are completed. Each supplement address standards interpretations, deletions, revisions, and additions for all manuals of standards issued by the Association.

Suggestions and proposals for revisions to the standards from the field and interested others are encouraged and may be submitted in writing to the Association. The Association has developed a form for these purposes, copies of which are contained in the *Standards Supplement* or are available from ACA staff.

ACCREDITATION PROCESS DESCRIPTIONS

For over 120 years, the American Correctional Association has been the only national body involved in the development of standards for the correctional field. ACA standards are supported by ACA's Standards and Accreditation Department and the Commission on Accreditation for Corrections, which is the evaluating and certifying body for accreditation. The department is responsible for the administration of accreditation and ongoing development of correctional standards.

The accreditation process is a voluntary program for all types of correctional agencies. For these agencies, accreditation offers the opportunity to evaluate their operations against national standards, to remedy deficiencies, and to upgrade the quality of programs and services. The recognized benefits of such a process include: improved management; a defense against lawsuits through documentation; demonstration of a "good faith" effort to improve conditions of confinement; increased accountability and enhanced public credibility for administrative and line staff; a safer and more humane environment for personnel and offenders; and the establishment of measurable criteria for upgrading programs, staffing, and physical plant on a continuous basis.

A major component of the accreditation process is the standards compliance audit conducted by a visiting committee. The purpose of the audit is to measure operations against the standards, based on documentation provided by the agency.

The Visiting Committee Report

The results of the standards compliance audit are contained in the visiting committee report, a document prepared by the visiting committee chairperson. The report is distributed to the agency administrator and members of the visiting committee. This report is also submitted to the Commission on Accreditation for Corrections for consideration at the accreditation hearing.

The following information is usually contained in the visiting committee report:

Agency and Audit Narrative

The agency narrative includes a description of program services, a description of physical plant, number of offenders served on the days of the audit, a summary significant incidents and consent decrees, class action lawsuits and/or judgments against the agency/facility, if applicable.

The audit narrative, prepared by the visiting committee chairperson, describes audit activities and findings. The narrative examines issues or concerns that may affect the quality of life and services in an agency or facility. Quality of life issues include areas such as staff training, adequacy of medical service, sanitation, use of segregation and detention, reported and/or documented incidences of violence and crowding in institutions, offender activity levels, programming and provision of basic services. The audit narrative also contains comments as a result of staff and offender interviews, and a detailed explanation of all noncompliant and not applicable standards.

Agency Response

The agency has three options for standards found in noncompliance: a plan of action; an appeal; or a waiver request.

A **plan of action** is a detailed statement of tasks to be performed in order to achieve compliance with a standard found in noncompliance at the time of the audit. The plan of action designates staff responsibilities and timetables for completion.

An **appeal** is the agency's attempt to change the visiting committee's decision on a standard. The result of a successful appeal is a change in the status of the standard and a recalculation of the compliance tally.

A **waiver** may be requested when noncompliance with a standard does not adversely affect the life, health, or safety of staff and offenders and when quality of life conditions compensate for the lack of implementation of a plan of action. The granting of a waiver by the Commission waives the requirement for submitting a plan of action; however, it does not change the noncompliant finding.

Auditor's Response

This section contains the visiting committee's final reply to all responses received from the agency and includes comments regarding the acceptability of plans of action, appeals, and waivers.

Panel Hearings

The Commission on Accreditation for Corrections appoints accreditation hearing panels comprised of members of the Commission. Panels are responsible for conducting the hearings and rendering the accreditation decisions.

The hearing serves as a fact-finding session in the accreditation process. The information presented during the hearing is considered by the panel members in rendering accreditation decisions. With the panel chairperson presiding, panel members discuss the noncompliant findings and raise questions relative to all aspects of agency operation, quality of life, and participation in accreditation.

The agency is invited to have a representative at the accreditation hearing. Attendance by parties other than the panel and agency representatives (i.e., media representatives, public officials, legal counsel, etc.) occurs only with the expressed permission of the applicant agency. In these cases, the agency representatives and panel members discuss procedures to be followed before commencement of the hearing. Media representatives and other participants function only as observers.

Panel proceedings require that a formal vote be taken on all final actions (the acceptance or non-acceptance of agency appeals, plans of action, waiver requests) and the final accreditation decision or recommendations of the Commission. All panel proceedings are tape recorded to assist in preparing minutes of the hearing.

Accreditation Decisions

Three decisions relative to the accreditation of an agency are available to panels:

A **three year accreditation award** is granted based on sufficient compliance with standards, acceptance of adequate plans of action for all noncompliant standards and satisfaction of any other life, health, and safety conditions established by the panel.

An **extension of the applicant agency in candidate status** is given for reasons of insufficient standards compliance, inadequate plans of action, or failure to meet other requirements as determined by the panel. It is the position of the Association that it may stipulate additional requirements for accreditation if, in its opinion, conditions exist in the facility or program that adversely affect the life, health, or safety of the offenders or staff. Extension of an applicant in candidate status is for a period of time specified by the panel and for identified deficiencies.

The third possible decision made by the panel is **denial of accreditation**. Those agencies denied accreditation, but not extended in candidate status, may reapply for accreditation after 180 days.

Reconsideration

The Commission denies or revokes accreditation for reasons of insufficient standards compliance, inadequate plans of action or failure to meet other requirements as determined by the Commission, including, but not limited to, the quality of life in a given program. It is the position of the Commission that it may stipulate additional requirements for accreditation, if, in its opinion, conditions exist in the agency, facility, or program that adversely affect constitutional safeguards or the life, health, or safety of the staff or offenders. In not awarding accreditation, the Commission may extend an agency in Candidate Status for a specified period of time for identified deficiencies, if, in its judgment, the agency is actively pursuing compliance.

The accreditation program includes a reconsideration process to ensure the equity, fairness, and reliability of its decisions, particularly those that constitute either denial or withdrawal of Accredited Status. Therefore, an agency may request reconsideration of any denial or withdrawal of accreditation.

Reconsideration is based on the grounds that the adverse decision was:

- arbitrary, capricious, or otherwise in substantial disregard of the criteria and/or procedures for accreditation as promulgated by the Commission;
- based on incorrect facts or an incorrect interpretation of facts;
- unsupported by substantial evidence;
- based on information which is no longer accurate.

The reasonableness of the standards, criteria, and/or procedures for accreditation may *not* serve as the basis for reconsideration.

The procedures for reconsideration are as follows:

1. The agency must submit a written request for reconsideration to staff within 30 days of the adverse decision, stating the basis for the request.
2. The Executive Committee of the Commission will review the request and decide whether or not the agency's request presents sufficient evidence to warrant a reconsideration hearing before the Board of Commissioners. The agency will be notified in writing of the Executive Committee's decision.
3. If the decision is made to conduct a hearing, the hearing will be scheduled at the next full Commission meeting, and the agency will be notified of the date.
4. The agency, at its option and expense, has the right of representation.
5. Following the hearing held before the Board of Commissioners, the decision, reflecting a majority opinion, is made known to the agency immediately.
6. Pending completion of the reconsideration process, the agency maintains its prior status. Until a final decision has been reached, all public statements concerning the agency's accreditation status are withheld.
7. Following completion of the reconsideration process, any change in the accreditation status of an agency is reflected in the next regularly published list of accredited agencies.

Revocation of Accreditation

If the Commission panel believes that an agency's failure to maintain continuous compliance with certain standards is detrimental to life, health, and safety of residents and staff, the Commission may place an agency on probation. Probationary Status lasts for a period of time designated by the panel to allow for correction of deficiencies. At the end of the Probationary Status, another monitoring visit will be conducted to ensure that the deficiencies have been corrected. The cost of this visit is borne by the agency. Following the visit, a report is prepared for review by the Commission at its next regularly scheduled meeting. The Commission again reviews the program and considers removing the Probationary Status or revoking accreditation. When the agency corrects the deficiencies within the Probationary Status period and the corrections have been verified and accepted, the agency resumes its status as an accredited agency. An agency that does not satisfactorily correct the deficiencies may be withdrawn from accreditation.

Another condition that may result in a rehearing and consideration of revocation is following a significant event in an agency (i.e. major disturbance, death from other than natural causes or allegations of physical/sexual abuse of offenders). Once ACA is notified of the major event, staff will consult with the Executive Committee of the Commission to determine the need for a monitoring/investigatory visit and the issues to be examined. If a visit is warranted, ACA will notify the agency and a date will be established with the concurrence of the facility and ACA, but not later than 14 days following notification of the

incident. The monitoring/investigatory visit report will be forwarded to the Executive Committee of the Commission within ten days of completion of the visit. Following review of the report, a determination will be made by the Executive Committee as to whether revocation of accreditation is warranted. Prior to any rehearing, agency representatives will be notified so that any issues may be addressed and responded to in writing.

Accreditation is revoked for the following reasons:

- failure on the part of the agency to adhere to the provisions on the contract;
- failure on the part of the agency to maintain continuous compliance with the standards at levels sufficient for accreditation; or
- intentional misrepresentation of facts, lack of good faith, or lack of deliberate speed or a concerted effort to progress in the accreditation process, including the implementation of plans of action.
- failure to notify ACA of significant events in the annual report to the Commission
- adverse conditions of confinement that affect the life health, and/or safety of staff and offenders.

ACA staff notifies the agency in writing of the specific reasons identified by the Commission for the revocation hearing. Agencies may appeal the decision of the Executive Committee to the full board of the Commission on Accreditation for Corrections. Appeals must be submitted within 30 days. The agency may apply to re-enter the process 180 days after the revocation of accreditation.

The Next Three Years

The accreditation award is granted for three years. During this time, the agency will have to maintain standards compliance as required for accreditation and maintain regular contact with the assigned regional manager on the Association staff.

Annual Certification Reports

During the three-year accreditation period, agencies are required to submit annual certification reports to the Association on the anniversary date of the accreditation award. This document includes any changes in standards compliance since the accreditation award was granted. Completion of plans resulting in compliance with standards or revised plans reflecting the need for additional time, funds and/or resources to achieve compliance must also be indicated.

Significant events or occurrences during the preceding year that had an impact on standards compliance, agency operation, or the quality of services provided should also be included in the report. This might include a change in the agency administration and/or major staffing changes; mission change or program revisions; changes in the offender population, including number of offenders or general offender profile; physical plant renovations, additions or closings; and any major disturbances, extended periods of lock-down, employee work stoppages, etc. Association staff review certification statements and respond to clarify issues or provide additional information.

Notice of Major Events

In addition, the agency is responsible for notifying Association staff of any major incident, event or circumstance which might affect standards compliance. This notice should be provided to the Association immediately following the event. For example, an agency should notify the Association if it is the subject of a court order or has a major disturbance. It is the responsibility of the agency to inform the Association and provide them with copies of news articles, special reports or results of investigations that address conditions which affect standards compliance.

Finally, the Association may request that the agency respond to public criticism, notoriety or patterns of complaints about agency activity which suggests a failure to maintain standards compliance. The Association may, at its own expense, conduct an on-site monitoring visit to the agency to verify continued compliance. All monitoring visits are prearranged; the Association does not conduct surprise monitoring visits of accredited facilities. The monitoring visit usually involves a one-day visit to the facility by an auditor. The length of the visit varies depending on the number of standards or special issues which must be addressed during the visit. The visits are similar to standards compliance audits but on a reduced scale. Activities, as a general rule, involve a review of all mandatory standards, all standards found in noncompliance at the time of the accreditation audit and a select number of other standards. The visit also includes a tour of the agency and interviews with staff and offenders. It concludes with an exit interview during which the auditor informs agency staff of the findings of the visit.

Following a monitoring visit, a report is prepared which addresses findings of the visit that were presented to agency staff during the exit interview. The report will be similar to the visiting committee report, but less detailed.

When a monitoring visit to an agency reveals deficiencies in maintaining compliance levels which existed at the time of the accreditation award or less than 100 percent compliance with mandatory standards, the agency prepares a response to the Association providing an explanation of the problems indicated in the report. When the agency has failed to maintain compliance with all mandatory standards, the report and the agency response are reviewed by a panel at the time of the next scheduled panel hearings. Agency representatives are advised of the date, time and location of the review and are invited to attend. At the discretion of the Commission on Accreditation for Corrections, the agency may be placed on probationary status, and a revisit may be conducted to determine if deficiencies have been corrected. At the conclusion of the probationary period, if deficiencies have not been corrected, the Commission may revoke the accreditation award.

Expiration of Accredited Status

Again, accreditation is granted for a three-year period. To maintain accredited status, application must be made nine months prior to the anniversary of accreditation. Unless the agency has reapplied for a subsequent accreditation, the Commission on Accreditation for Corrections withdraws the agency from Accredited Status after three years.

For agencies in accredited status that are seeking reaccreditation, administrative extensions of accredited status may be granted when the agency has completed a standards compliance audit and is awaiting an

accreditation hearing for consideration of the reaccreditation award. Agencies which fail to successfully complete an accreditation audit within the three-year accreditation period or do not receive accreditation at the ensuing hearing are withdrawn from accredited status.



VISITING COMMITTEE REPORT AND HEARING MINUTES

CONFIDENTIALITY

The American Correctional Association and the Commission on Accreditation for Corrections do not disclose to external parties specific information contained in this Accreditation Report or information discussed in the Accreditation Hearing. The Association encourages all participating agencies to provide information to the media about their accreditation activities, including disclosure of the Self-Evaluation and Accreditation Report.

COMMISSION ON ACCREDITATION FOR CORRECTIONS
PANEL ACTION REPORT

Embassy Suites
Tampa, Florida

Saturday, January 20, 2007

Montana Board of Pardons and Parole
Montana Board of Pardons and Parole
Deer Lodge, MT

Agency Representatives: Craig Thomas

Panel Members: Robert Hofacre, Chairperson
Patricia Caruso
Albert Murray
Robert Kennedy
Jerrauld Jones

Staff: Jeffrey D. Crawford

Panel Action

Standard #2-1015 The plan of action is accepted.

Standard #2-1039 The plan of action is denied; a discretionary compliance is granted.

Standard # 2-1040 A discretionary compliance is granted.

Accreditation Panel Decision

Moved: Commissioner Murray
Seconded: Commissioner Kennedy

Three-Year Accreditation: Yes

<u>Accreditation Vote</u>	<u>Yes</u>	<u>No</u>
Robert Hofacre, Chairperson	✓	
Patricia Caruso	✓	
Albert Murray	✓	
Robert Kennedy	✓	
Jerrauld Jones	✓	

Final Tally

Mandatory	N/A
Non-Mandatory	97.2%

COMMISSION ON ACCREDITATION FOR CORRECTIONS
STANDARDS COMPLIANCE REACCREDITATION AUDIT

Montana Department of Corrections
Montana Board of Pardons and Parole
Deer Lodge, Montana

October 2-3, 2006

VISITING COMMITTEE MEMBERS

Kathy Waters, Chairperson
Division Director, Arizona Supreme Court
Adult Probation Services Division
1501 West Washington State, Ste 344
Phoenix, Arizona 85007-3231
(602) 542-9468

Michael Wynne
Probation and Parole Supervisor
Louisiana Department of Public Safety
P.O. Box 1111
Alexandria, Louisiana 71309
(318) 487-5301 x120

A. Introduction

The audit of the State of Montana, Board of Pardons and Parole, was conducted on October 2-3, 2006 by the following team: Kathy Waters, Chairperson and Michael Wynne, Member.

B. Facility Demographics

The Board of Pardons and Parole, as part of the criminal justice process serves all Montana citizens by administering a flexible system of punishment, which fully protects society. All employees and members of the Board of Pardons and Parole are committed to securing the effective application and improvements to the clemency and release system as well as of the laws upon which they are based. The parole process is administered in an effective, humane, safe and just fashion.

The Montana State Board of Pardons and Parole is composed of three member and four auxiliary members. Each member is appointed by the Governor for staggered four year terms subject to confirmation by the State Senate. The Governor appoints the Chair in accordance with State law. The Vice –Chair and Secretary are elected in an executive session by the members. Members of the Board, including the auxiliary members, must possess academic training that has qualified them for professional practice in a field such as criminology, education, psychiatry, psychology, law, social work, sociology, or guidance and counseling. Work experience in the areas listed may be substituted for these educational requirements.

The Board was created by legislative action in 1955. There has been some form of parole within Montana since 1889. In 1979, 1995, and 2003, the additions of auxiliary members were provided by the legislature. The Board is part of the Executive Branch of State government and is attached to the Department of Corrections for Administrative purposes only. The Board performs quasi-judicial and policy-making functions independently of that department. The Board has eight full time employees that support a seven member citizen's parole board.

C. Pre-Audit Meeting

The team met on Sunday, October 1 to briefly discuss the audit process and how to proceed on the following day. Information provided to each of the team members by Craig Thomas, Executive Director of the Pardon and Parole Board was also discussed. Information shared by the American Corrections Association to the Chairperson was also shared with the other team member.

The chairperson divided the standards into the following groups:

Standards #2-1001 to #2-1065	Kathy Waters, Chairperson
Standards #2-1065 to #2-1130	Michael Wynne, Member

D. The Audit Process

1. Transportation

The team was escorted to the Pardon and Parole Board offices in Dear Lodge by Executive Director, Craig Thomas and Julie Pribnow Thomas, Administrative Officer.

2. Entrance Interview

The audit team proceeded to the office of Craig Thomas, Executive Director. The team then met with the staff and expressed the appreciation of the Association for the opportunity to be involved with the Montana Pardon and Parole Board in the accreditation process.

The audit team discussed the plans for the next two days of reviewing files and interviews with staff. The executive director was informed we would like to have staff present for an entrance interview as well as the exit interview the following day. The team was provided a quiet space in the Executive Director's office to review files

Craig Thomas, Executive Director escorted the team to the Pardon and Parole Board conference room where the formal entry meeting was held.

The following persons were in attendance:

Craig Thomas, Executive Director,
Jeff A. Walter, Senior Administrative Officer,
Julie Pribnow, Administrative Officer,
Hank Pfeifer, Administrative Officer,
Cathy Johnson, Administrative Assistant,
Mary Kay Cavanaugh, Administrative Support.
Fern Osler, Administrative Officer was present through telephonic assistance.
The only staff absent was Cathy Leaver, Administrative Assistant.

It was explained that the goal of the visiting team was to be as helpful and non-intrusive as possible during the conduct of the audit. The chairperson emphasized the goals of accreditation toward the efficiency and effectiveness of

correctional systems throughout the United States. The audit schedule was also discussed at this time.

3. Facility Tour

The team toured the agency at 8:00 a.m. which is housed in a stately two story structure that formerly served as the residence of the warden of the historic Montana State Prison. The building has been nicely preserved and necessary restoration has been accomplished with the assistance of inmates some of which were present at the time of the audit. Mr. Thomas escorted the team during the audit and introduced the team to the staff members.

In addition, preceding the exit interview on October 2, the Executive Director escorted the audit team to the Montana State Prison for a guided tour of the Pardon and Parole Hearing room facility. Staff was conducting Pre-release interviews with offenders, as well as other staff of the Montana DOC. This is a very impressive process that is a team effort to select those most appropriate for pre-release programs.

4. Conditions of Confinement/Quality of Life

Throughout the audit, the team evaluated the overall quality of life at the agency. The audit team was impressed with the professionalism, commitment and dedication of the entire staff of the Pardon and Parole Board. They are very supportive of the leadership of the agency and all are committed to the jobs they perform. There is a strong family type atmosphere and they work together very much as a team. The offices are however, very cramped and the agency is in need of upgrading the size of the offices due to increases in offender file space or the lack of. There is also a need of updating of the computers and automated systems which will help with the volume of case files and workload of all of the staff of the agency. The increased use of technology should become a high priority for this agency.

E. Examination of Records

Following the facility tour, the team proceeded to the office of the Executive Director to review the accreditation files and evaluate compliance levels of the policies and procedures. The files were found to be in very good working order and had had considerable work and attention paid to them since the previous audit. There was some lack of consistency in the files in regards to highlighting and order of documentation; however, this was addressed with the Executive Director and other staff. The audit team gave the staff the opportunity to correct any lack of documentation and clarification in the files to reach compliance. The agency has no

notices of noncompliance with local, state or federal laws or regulations.

1. Litigation

Over the last three years, the facility had no consent decrees, class action lawsuits or adverse judgments.

2. Significant Incidents/Outcome Measures

The Montana Board of Pardons and Parole is an administrative release authority. It has no offender custodial or supervisory responsibilities. There, the Significant Incident Summary has no applicability to the agency.

3. Departmental Visits

Team members revisited the following departments to review conditions relating to agency policy and operations:

Department Visited	Persons Contacted
Administration	Craig Thomas, Executive Director
Victim's Service	Jeff Walter, Senior Administrative Assistant Cathy Johnson, Administrative Assistant
Training	Craig Thomas, Executive Director Jeff Walter, Senior Administrative Assistant
Pre-Release and Classification	Hank Pfeifer, Administrative Officer Julie Pribnow, Administrative Officer
Offender Files	Cathy Johnson, Administrative Assistant Cathy Leaver, Administrative Assistant Mary Kay Cavanaugh, Administrative Support

4. Status of Previously Non-compliant Standards/Plans of Action

The team reviewed the status of standards previously found non-compliant, for which a waiver was not granted, and found the following:

Standard #2-1040	Standard still in non-compliance
Standard #2-1085	Now in compliance
Standard #2-1089	Now in compliance
Standard #2-1099	Now in compliance

F. Interviews

During the course of the audit, team members met with both staff and offenders to verify observations and/or to clarify questions concerning facility operations. Eight members of the staff were interviewed individually during this audit. Three members of the actual Pardon and Parole Board were interviewed telephonically by the audit team.

All staff was highly supportive of the Executive Director and was committed to the work being completed. There has been an increased focus on the victim's of crime and surveys are being sent to the victim's to serve as a customer satisfaction survey for input. A report of this data will be completed in the future.

Members of the Pardon and Parole Board, including the Chair of the Board were extremely proud of the work that staff of this agency do and feel they are very well informed to make the appropriate decisions they make in regards to the work of the Board. They would like to see the increased use of technology in the future for both the staff and the Board. They are also supportive of the need for increased staff for support of the work of the Board.

G. Exit Discussion

The exit interview was held at 10:30 a.m. in the conference room of the Montana Pardon and Parole Board with the Executive Director Craig Thomas and five of the staff in attendance.

The chairperson explained the procedures that would follow the audit. The team discussed the compliance levels of the mandatory and non-mandatory standards and reviewed their individual findings with the group.

The chairperson expressed appreciation for the cooperation of everyone concerned and congratulated Montana Pardon and Parole Board Staff on the progress made and encouraged them to continue to strive toward even further professionalism within the correctional field. The audit team complimented the staff on the work that they do and expressed our appreciation on the hospitality of the group as well.

COMMISSION ON ACCREDITATION FOR CORRECTIONS
AND THE
AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Adult Parole Authorities, second edition
Supplement	2004 Standards Supplement
Facility/Program	Montana Board of Pardons and Parole
Audit Dates	October 2-3, 2006
Auditor(s)	Kathy Waters, Chairperson and Michael Wynne, Member.

	MANDATORY	NON-MANDATORY
Number of Standards in Manual	0	130
Number Not Applicable	0	19
Number Applicable	0	11
Number Non-Compliance	0	3
Number in Compliance	0	108
Percentage (%) of Compliance	N/A	97.29%
<ul style="list-style-type: none"> Number of Standards <i>minus</i> Number of Not Applicable <i>equals</i> Number Applicable Number Applicable <i>minus</i> Number Non-Compliance <i>equals</i> Number Compliance Number Compliance <i>divided by</i> Number Applicable <i>equals</i> Percentage of Compliance 		

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Montana Department of Corrections
Montana Board of Pardons and Parole
Deer Lodge, Montana

October 2-3, 2006

Visiting Committee Findings

Non-Mandatory Standards

Non-Compliance

Standard #2-1015

THE PAROLE AUTHORITY HAS SUFFICIENT STAFF TO PERFORM ITS RESPONSIBILITIES EFFICIENTLY AND WITHOUT ACCUMULATING WORK BACKLOG. (ESSENTIAL)

FINDINGS

There was no documentation in the file for any data to provide evidence that work is done in a timely manner. Additional staffing requests based on this information is not available even though increased budget requests have been made by the Executive Director and is supported by the Board.

AGENCY RESPONSE

Plan of Action

The Montana Board of Pardons and Parole has requested four additional staff positions as part of the Executive Planning Process for the upcoming 2007 Legislative Session.

(Note that by January 2007 the status of this request will be clearer as the appropriations hearings will have been completed.)

In the order of anticipated completion dates, list the tasks necessary to achieve compliance, the responsible agency (including parent agency), and assigned staff member.

Task

- a. Submit and justify the request for additional staff to the Governor's Budget Office (two positions have been approved, Administrative Officer and File Manager).
- b. Justify the Board's request to the 2007 Montana Legislature, Law and Justice Appropriations Committee.
- c. Hire the new staff.

Responsible Agency

- a. BOPP
- b. BOPP
- c. BOPP

Assigned Staff

- a. Craig Thomas, Executive Director
- b. Craig Thomas, Executive Director
- c. Craig Thomas, Executive Director

Anticipated Completion Date

- a. Completed
- b. January-March 2007
- c. October 1, 2007

AUDITOR'S RESPONSE

The visiting committee finds the plan of action acceptable.

Standard #2-1039

POSITIONS OF MEMBERS OF THE PAROLE AUTHORITY ARE FULL-TIME. IN JURISDICTION WHERE THE PAROLE AUTHORITY HAS MINIMUM OF CASES TO BE HEARD, THE CHAIRPERSON MUST BE FULL-TIME BUT OTHER MEMBERS MAY BE PART-TIME. A FULL JURISDICTION FOR SUCH ACTION IS NECESSARY. (IMPORTANT)

FINDINGS

Members of this citizen's board are not full-time. At this time there are no plans to change this law as the Legislature in Montana supports the use of citizen's boards.

AGENCY RESPONSE

Discretionary Compliance

Montana law dictates the status of the Board makeup and administrative rule or policy cannot override the law. The State of Montana involves their citizen in the Government process through various means. One of the most significant uses of citizens is the Board and Council process. There are over 170 Boards and Councils in the State of Montana. The Montana Legislature has not been willing to change any of the Board to full-time entities. The change would be extremely expensive and is opposed by the Legislature. Several pieces of legislation have been rejected over the last several sessions. The Association of Paroling Authorities has stated that the most significant determinant of Parole Board continuity is whether the members' terms are staggered. Part-time Board members serving stagger terms are able to share their experiences with new appointees, provide training and support, and as a group provide an institutional memory that can be drawn on at anytime. Additionally, this continuity protects against an entire new membership being appointed at one time. Montana law states; Board members and auxiliary members shall serve staggered four-year terms. The citizen Parole Board works in conjunction with a full time staff and the part time nature does not adversely affect, in a significant manner, the life, health, and safety of staff or inmates/residents/offenders/clients or, to any degree, the constitutional operation of the facility or program. There are no ongoing class action lawsuits by inmates or victims.

AUDITOR'S RESPONSE

The visiting committee supports the discretionary compliance.

Standard #2-1040

TENURE ON THE PAROLE AUTHORITY IS NO LESS THAN FIVE YEARS. LEGAL PROVISION ALLOWS FOR THE REMOVAL OF PAROLE AUTHORITY MEMBERS FOR GOOD AND DEMONSTRATED CAUSE ONLY AFTER A FULL AND OPEN HEARING WHEN ONE HAS BEEN REQUESTED BY THE MEMBER. (IMPORTANT)

FINDINGS

Current statutes provide that members will serve four year staggered terms. No purposed rule change has been made to the legislature nor is there a plan of action in this file. Montana law provides for citizens boards with no changes foreseen in the future. Some members have been re-appointed which makes their terms longer than five years; however, the original appointment is four years.

AGENCY RESPONSE

Discretionary Compliance

Montana law dictates the status of the Board makeup and administrative rule or policy cannot override the law. The current tenor on the Montana Board is four rather than five years. However, the Governor has the ability to reappoint members and Governor Schweitzer recently did reappointed two members to additional four year terms. The Association of Paroling Authorities has stated that the most significant determinant of Parole Board continuity is whether the members' terms are staggered. Board members serving stagger terms are able to share their experiences with new appointees, provide training and support, and as a group provide an institutional memory that can be drawn on at anytime. Additionally, this continuity protects against an entire new membership being appointed at one time. Montana law states; Board members and auxiliary members shall serve staggered four-year terms. The Governor's office and the Legislature have never supported changing the makeup of the Board. Because of the staggered terms and the ability to reappoint experienced members, the life, health, and safety of staff or inmates/residents/offenders/clients or, to any degree, the constitutional operation of the Board has never been adversely affected in a significant manner

AUDITOR'S RESPONSE

The visiting committee supports the discretionary compliance.

COMMISSION ON ACCREDITATION FOR CORRECTIONS

Montana Department of Corrections
Montana Board of Pardons and Parole
Deer Lodge, Montana

October 2-3, 2006

Visiting Committee Findings

Non-Mandatory Standards

Not Applicable

Standard #2-1008

THE PAROLE AUTHORITY HAS THE STATUTORY POWER TO CAUSE THE ARREST OF PAROLEES AND THE POWER TO REVOKE PAROLE. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1042

SALARIES OF PAROLE AUTHORITY MEMBERS ARE WITHIN TWENTY PERCENT OF THE SALARY PAID TO JUDGES OF COURTS HAVING TRIAL JURISDICTION OVER FELONY CASES. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1052

HEARING EXAMINERS HAVE AT LEAST A BACCALAUREATE DEGREE; WRITTEN POLICY PERMITS THE SUBSTITUTION OF EXPERIENCE

WHEN DOCUMENTED. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1053

AT LEAST TWO THIRDS OF THE HEARING EXAMINERS HAVE AT LEAST THREE YEARS EXPERIENCE IN A CRIMINAL JUSTICE OR JUVENILE JUSTICE POSITION, OR EQUIVALENT EXPERIENCE IN A RELEVANT PROFESSION. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1058

ALL PART-TIME STAFF AND VOLUNTEERS WORKING LESS THAN 40 HOURS PER WEEK RECEIVE TRAINING APPROPRIATE TO THEIR ASSIGNMENTS; VOLUNTEERS WORKING THE SAME SCHEDULE AS FULL-TIME, PAID STAFF RECEIVE THE SAME TRAINING AS FULL-TIME STAFF. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1072

OFFENDERS ARE SCHEDULED AUTOMATICALLY FOR HEARING AND REVIEW BY THE PAROLE AUTHORITY WITHIN ONE YEAR AFTER BEING RECEIVED IN A CORRECTIONAL INSTITUTION IF THERE IS NO MINIMUM ELIGIBILITY DATE. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1106

WARRANTS FOR THE ARREST AND DETENTION OF PAROLEES, PENDING A DETERMINATION BY THE PAROLE AUTHORITY AS TO WHETHER PAROLE SHOULD BE REVOKED, OR PROVISIONALLY REVOKED, ARE ISSUED ONLY UPON THE AFFIRMATIVE APPROVAL OF A PAROLE AUTHORITY MEMBER OR THE STATEWIDE OR REGIONAL DIRECTOR OF PAROLE SUPERVISION SERVICES. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1107

WARRANTS FOR THE ARREST AND DETENTION OF PAROLEES ARE ISSUED ONLY UPON ADEQUATE EVIDENCE WHICH INDICATES A PROBABLE SERIOUS OR REPEATED PATTERN OF VIOLATION OF PAROLE CONDITIONS AND A COMPELLING NEED FOR DETENTION PENDING THE PAROLE AUTHORITY'S INITIAL REVOCATION DECISION. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1108

WHEN PAROLE VIOLATION CHARGES ARE BASED ON THE ALLEGED COMMISSION OF A NEW CRIME, A DETENTION WARRANT IS NOT ISSUED UNLESS THE PAROLEE'S PRESENCE IN THE COMMUNITY WOULD PRESENT AN UNREASONABLE RISK TO PUBLIC OR INDIVIDUAL SAFETY. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1109

WHEN A PAROLEE IS ARRESTED ON A DETENTION WARRANT, OR WHEN A DETENTION WARRANT IS LODGED AS A BACK-UP TO BAIL IN COMMUNICATION WITH PENDING CRIMINAL CHARGES, A PRELIMINARY HEARING* IS HELD WITHIN FOURTEEN CALENDAR DAYS AFTER THE ARREST AND DETENTION OF THE PAROLEE OR THE LODGING OF THE DETENTION WARRANT; HOWEVER, WHEN THERE HAS BEEN A CONVICTION OR A FINDING OF PROBABLE CAUSE ON NEW CRIMINAL CHARGES, THE PRELIMINARY HEARING IS NOT REQUIRED. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1110

THE PRELIMINARY HEARING IS HELD IN OR NEAR THE COMMUNITY WHERE THE VIOLATION IS ALLEGED TO HAVE OCCURRED OR WHERE THE PAROLEE HAS BEEN TAKEN INTO CUSTODY. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard #2-1111

THE PRELIMINARY HEARING MAY BE DELAYED OR POSTPONED FOR GOOD CAUSE, AND THE PAROLEE MAY WAIVE THE HEARING IF FIRST INFORMED OF RIGHTS PERTAINING TO THE HEARING AND OF THE CONSEQUENCES OF WAIVING THE HEARING. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard#2-1112

THE AUTHORITY MAY DELEGATE TO A MEMBER OF THE PAROLE ADMINISTRATIVE STAFF OR TO FIELD OFFICERS THE AUTHORITY TO CONDUCT A PRELIMINARY HEARING AND MAKE FINDINGS AS TO GROUNDS FOR REVOCATION. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard#2-1113

THE PRELIMINARY HEARING IS CONDUCTED BY AN ADMINISTRATIVE STAFF MEMBER OR OFFICER WHO HAS NOT PREVIOUSLY BEEN INVOLVED IN THE CASE. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard#2-1114

AT LEAST THREE DAYS PRIOR TO THE PRELIMINARY HEARING, THE PAROLEE IS NOTIFIED IN WRITING OF THE TIME AND PLACE OF THE HEARING, AND OF THE SPECIFIC PAROLE VIOLATION(S) CHARGED. THE PAROLEE IS ALSO ADVISED IN WRITING OF THE RIGHT TO:

- PRESENT EVIDENCE AND FAVORABLE WITNESSES
- DISCLOSURE OF EVIDENCE
- CONFRONT ADVERSE WITNESS(ES), UNLESS THE WITNESS(ES) WOULD BE SUBJECTED THEREBY TO A RISK OF HARM
- HAVE COUNSEL OF CHOICE PRESENT, OR, IN CASE OF

INDIGENT PAROLEES WHO REQUEST ASSISTANCE TO ADEQUATELY PRESENT THEIR CASE, HAVE COUNSEL APPOINTED

- REQUEST POSTPONEMENT OF THE HEARING FOR GOOD CAUSE
- (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard#2-1115

THE PERSON WHO CONDUCTS THE PRELIMINARY HEARING DETERMINES WHETHER THERE IS PROBABLE CAUSE TO REVOKE PAROLE AND HOLD THE PAROLEE FOR A REVOCATION HEARING BEFORE THE PAROLE AUTHORITY. THE PAROLE AUTHORITY MAY EMPOWER THE HEARING OFFICER TO MAKE THE PROVISIONAL REVOCATION DECISION, OR MERELY TO REPORT HIS/HER FINDINGS AND RECOMMENDATION TO THE PAROLE AUTHORITY FOR A DECISION AS TO REVOCATION. THE HEARING OFFICER ISSUES A VERBAL DECISION OR A RECOMMENDATION IMMEDIATELY AFTER THE HEARING AND PROVIDES A WRITTEN DECISION TO THE PAROLEE WITHIN 21 CALENDAR DAYS OF THE HEARING. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard#2-1116

THE PAROLEE IS RETURNED TO PRISON ONLY WHEN PROBABLE CAUSE IS FOUND AT THE PRELIMINARY HEARING AND WHEN IT IS DETERMINED, AFTER CONSIDERING THE APPROPRIATENESS OF LESS SEVERE SANCTIONS, THAT THE CLEAR INTEREST OF THE PUBLIC REQUIRES REINCARCERATION. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision

or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard#2-1120

ALTERNATIVES OTHER THAN FURTHER IMPRISONMENT ARE USED IN DECISION-MAKING ON PAROLE VIOLATIONS. (ESSENTIAL)

FINDINGS

This is non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.

Standard#2-1121

IN JURISDICTIONS WHERE THE PAROLE AUTHORITY HAS DISCRETION TO AWARD OR FORFEIT GOOD CONDUCT DEDUCTIONS FOR TIME SERVED ON PAROLE IN THE COMMUNITY, THERE ARE WRITTEN GUIDELINES FOR THE AWARD OR FORFEITURE OF SUCH DEDUCTIONS. (ESSENTIAL)

FINDINGS

All of these standards were found to be non-applicable as the Montana Pardon and Parole Board has no direct supervision or jurisdiction over these actions in the standards. This responsibility is with the Montana Department of Corrections.